

LOCATE REQUEST FORM

1-800-892-0123

It's Smart. It's Free. It's The Law.



1	COMPANY PHONE NUMBER WITH AREA CODE ()		COMPANY NAME		
2	CALLER NAME				
3	COMPANY ADDRESS				
4	CITY, STATE, ZIP CODE			FAX NUMBER WITH AREA CODE ()	
5	SITE CONTACT NAME		PHONE NUMBER WITH AREA CODE ()		EXTENSION (IF APPLIES)
6	COUNTY (MUST provide this information)	Circle one and list location name		VILLAGE/CITY (URBAN)	UNINCORPORATED TOWNSHIP (RURAL)
7	SUBDIVISION NAME		EXCAVATION SITE ADDRESS OR LOT NUMBER		
8	NEAREST CROSS ST/CROSS RD, REGARDLESS OF SIZE (indicate st, rd, ln, dr, ave)			IS THIS WITHIN A 1/4 MILE OF THE JOB SITE? (circle one) YES NO	
9	The standard we accept is North American Datum 83 (NAD83); format is degrees, minutes & seconds.		LATITUDE		LONGITUDE
10	JULIE members and their subcontractors MUST provide the section - quarter/section information.		TIER	RANGE	SECTION QUARTER/SECTION
11	ADDITIONAL ADDRESS OR DIRECTIONAL INFORMATION TO JOB SITE (i.e., directions, landmarks, distance from nearest town, etc.)				
12					
13	TYPE OF WORK (Examples: trench for sewer, cable/telephone drops, fence/deck installation, plant trees/shrubs, foundation, ditch work, etc.)				
14	ARE YOU DIRECTIONAL BORING OR HORIZONTAL DIRECTIONAL DRILLING? (Circle One) YES NO		WILL YOU BE DIGGING DEEPER THAN 7 FEET? (Circle One) YES NO UNSURE		
15	EXTENT OF WORK (Examples: locate north side of building, along rear lot line, front of property to curb, lot line to lot line, etc.)				
16					
17	CUSTOMERS NAME OR COMPANY NAME (the work is being done for)			IS THE SITE PRE-MARKED? (Circle One) YES NO UNSURE	
18	NOTES TO UTILITIES ABOUT EXCAVATION SITE				
19					
20	WORK DATE AND TIME OF EXCAVATION (given to caller by operator)			DIG BY DATE (given to caller by operator)	
21	EXPIRATION DATE OF TICKET (given to caller by operator)			DIG NUMBER (given to caller by operator)	
22	DO YOU WANT TO WAIVE THE UTILITY "ALL CLEAR" CALL BACK? (Circle One) YES NO				
JULIE MEMBER COMPANIES SENT THIS MESSAGE (given to caller by operator)					

Keep your dig number as proof or yor call to JULIE and as a reference number for this call. For your protection, JULIE recommends that you search the area for the facilities of others who are not JULIE members and notify them separately. In addition, you should communicate with the owner of the dig site to determine if there are any privately installed lines which are not marked by member utilities.

Revised 1-2007

INFORMATION ABOUT THE ILLINOIS ONE-CALL SYSTEM

JULIE, Inc. (Joint Utility Locating Information for Excavators), also known as the Illinois One-Call System, is a not-for-profit corporation that provides professional and non-professional excavators with a toll-free number (1-800-892-0123) for the free locating and marking of underground facilities. JULIE serves as a notification service for underground facility owners, taking information about planned excavations and distributing this information to its membership. *It is then the responsibility of each facility owner to mark the location of their underground facilities at the excavation site.*

WAYS TO REACH JULIE

JULIE operators are available at 1-800-892-0123 to process locate requests 24 hours a day, 7 days a week, 365 days of the year. Excavators who have access to the internet are able to enter locate requests via a JULIE ticket entry Web site (WRTE). For more information about this free service, contact the JULIE Data Department at 815-741-5011.

HOW TO USE THE JULIE SYSTEM

Safe digging starts when you contact JULIE. Whenever possible, it is very important to visit the site and pre-mark the proposed excavation area with white paint or flags prior to your call to JULIE. The 48 hour notice does **NOT** include Saturdays, Sundays or Holidays. If digging inside the city limits of Chicago, contact **DIGGER AT 312-744-7000**.

Completing a Locate Request Form (over) prior to contacting JULIE makes the locate request process faster and easier. You can request this form through the Public Relations Department (815-741-5935) or download a copy at www.illinois1call.com.

At a minimum, be prepared to provide the following information when you contact JULIE:

- ◆ Your name, address and a phone number at which you and/or a site contact can be reached. An inability by the utilities to speak to someone if questions should arise can possibly delay your locate;
- ◆ County and city or county and unincorporated area of township;
- ◆ Location at which the excavation or demolition will take place, which may include but not be limited to: address, cross street, lot numbers, etc. In addition, JULIE member companies and their contractors/subcontractors **MUST** provide the tier, range, section and quarter section of the excavation site (or GPS coordinates) allowing the system to grid the ticket;
- ◆ Section/quarter sections when the above information does not allow the State-Wide One-Call Notice System to determine the appropriate geographic section/quarter sections. This does not apply to residential property owners.
- ◆ Latitude and Longitude of the excavation site is also accepted in lieu of section and quarter/section information. The standard JULIE accepts is North American Datum 83 (NAD83) and the format is degrees, minutes and seconds;
- ◆ The type and extent (size of excavation area) of the work involved, and whether white paint, flags and/or stakes were used to outline the proposed excavation area;
- ◆ Will you be directional boring or horizontal directional drilling? Will you be digging deeper than 7 feet?; and
- ◆ The start date and time of the planned excavation or demolition.

AVAILABLE RESOURCES

Resources to find the above information include: property plat map; real estate tax bill; permanent real estate tax number for the property; county plat map; rural residential directory; village, town or city permit, building, engineering or street department (city limits); or township or county permit, building, engineering or highway department (outside city limits).

DIG NUMBER EXPLANATION

JULIE system reference numbers → A or X 555 5555 ← Request sequence number for that day
↑
Julian calendar date

TYPES OF LOCATE REQUESTS

Normal: Made at least 2 working days, but not more than 14 calendar days, in advance of excavation project.

Emergency: Condition constituting an imminent danger to life, health or property or a utility service outage and which requires immediate repair or action.

Joint Meet: Scheduled when the extent of the work may be confusing or extends over a large geographic area. A joint meet is not a locating session, but a meet to exchange information. **A joint meet is a 96-hour process--not 48 hours.** All members must mark before digging can proceed.

www.illinois1call.com

JULIE Damage Prevention Managers are available to assist members and excavators--contact information can be found at www.illinois1call.com. In addition, JULIE's Web site contains a complete listing of JULIE members illustrating their facilities, upcoming events, ICC Enforcement information, member damage prevention team contacts, educational free materials, frequently asked questions, newsletters, the state law and procedural changes.

APWA APPROVED UTILITY MARKING COLORS		
YELLOW	<input type="checkbox"/>	Gas, oil, petroleum, steam
RED	<input type="checkbox"/> <input type="checkbox"/>	Electric
ORANGE	<input type="checkbox"/>	Communication, telephone, TV
BLUE	<input type="checkbox"/> <input type="checkbox"/>	Water
GREEN	<input type="checkbox"/>	Sewer
PURPLE	<input type="checkbox"/>	Reclaimed water
PINK	<input type="checkbox"/> <input type="checkbox"/>	Temporary survey
WHITE	<input type="checkbox"/>	Proposed area of excavation